

December 7, 1938.

ANNUAL REPORT

To: Curator of Education

From: Division of Suburban Schools

SECONDARY SCHOOLS

The work with Secondary Schools has, as in the past, been done most intensively with the Cleveland Heights System. This fall a member of the Educational Department, Mrs. Van Loosen, was invited to confer with students at the Vocational Conference for Students held for the first time at Cleveland Heights High. She was put in touch with those students wishing to know about requirements for various types of jobs in the art field. Mr. Frary went to represent the Museum, as a whole, and to discuss any phases of Museum work in which students might be interested. Art was put on a solid basis and considered along with such "respectable and useful" subjects as Agriculture, Manufacturing and Mechanical Industries, Forestry and Fishing, Trade.

In addition to classes from Cleveland Heights, many groups have been met from Shaker, the Parochial Schools, Lakewood, and an increasing representation from Euclid. Perhaps due to the prolonged good weather the spring and fall brought a large number of county schools. Despite the fact that last winter a series of teas and meetings was held with staffs of the private schools, no increase has appeared in the work with these schools. Dr. Munro and Mrs. Dunn were, however, invited by Miss Lake of Laurel School to speak at a February meeting of the National Headmistresses Association. This has been delegated to Mrs. Wicks as Dr. Munro is to be away during the spring quarter and Mrs. Dunn will be in California. Plans are being made for a course in costume design to be given at Laurel School this spring.

by Mrs. Van Loozen; the group will meet once a week at the school.

Mrs. Stitt finished the task of writing what was virtually an illustrated course of study for the three grades at Monticello School; this was done in cooperation with Miss Schott, the art teacher. Mrs. Stitt was also largely responsible for carrying on the work with the Senior Extra Curriculum Classes at Shaker Heights High School; and she did yeoman service in other systems. Mrs. Van Loozen has continued to specialize in talks on Costume, Textiles, and Interior Decoration, for which there seems an increasing demand. During the spring Miss Gilbert undertook some rather unusual problems which Miss Beckwith of Lakewood had introduced into the curriculum of the Junior Highs. "Advance Notice of Aviation" - the idea of flight as expressed in art was received with great enthusiasm. "City Planning" the classes found interesting, but not so entralling as aviation.

WORK WITH ELEMENTARY SCHOOLS

Elementary classes from the schools have continued to visit with undiminished regularity. The Oxford courses in "art appreciation" were further extended this fall. Mrs. Van Loozen teaches all six grades at Oxford and six at Coventry, visiting the school one morning a week, and taking two groups each morning. As she sees each class less frequently than formerly, much more devolves upon the class room teacher. A lesson for each grade is given by Mrs. Van Loozen, a second lesson prepared and sent with the necessary illustrative material to the school. This second lesson is given by the class teacher. Mrs. Wicks is following a similar plan with four grades in Canterbury, four in Taylor. As a result of this work the schools have bought more equipment, three of them have rooms set aside for visual education; the fourth is desirous of so doing, but is badly over-crowded.

During the fall, Mrs. Wicks gave a series of "Picture Study Assemblies" to the elementary schools of Cleveland Heights. The talks were, in each case, centered on a large color print lent the school

by the Museum Library for the duration of one month. It was hoped that the assemblies might make the children more conscious of these pictures. The talks were quite successful and brought some rather surprising results in the way of memory drawings. Many elementary schools from Euclid have visited the Museum. These have proved delightful and it would be most desirable if the Department could establish closer connections with this system.

SCHEDULING

The problem of scheduling had become an increasingly difficult one, particularly the scheduling of the Cleveland Heights Classes, which was done ~~outside the building~~ ^{in the schools} by Mrs. Van Loozen, in conference with teachers and principals. As the number of these classes grew, the methods used were obviously much too arduous and took up too much time that should have been devoted to teaching. New forms were devised and sent out to principals of the elementary schools as well as to the "Museum coordinators" in the Junior High and High schools. These appear to be more satisfactory and reduce by many hours the time spent in arranging class visits.

COURSES

Mrs. Van Loozen gave a credit course for teachers on the Use of Museum Materials in Teaching which was attended by thirty-eight credit students; the class was alive and responsive and has resulted in better organized Museum visits on the part of those teachers who took the course and also in the introduction of Museum material into many courses of study from which it had been sadly lacking. For the sales people of the Drapery and Lamp Departments of the Higbee Company, Mrs. Van Loozen gave a course on ~~historic styles of furniture and fabrics~~ ^{Interior Decoration and Textiles}.

in order that the sales force might know what lamp or fabric to suggest for a room of any given style. A second series on Textiles was arranged by Mrs. Van Loozen for the Yards Goods and Dress Departments. All of Mrs. Van Loozen's talks were illustrated by materials selected from the Higbee stock and by slides from the Museum collection.

Miss Gilbert gave a course on Christian Art and Architecture for members. As a result of her activities, connections were made with the Federation of Churches and courses set up for children in Vacation Church Schools. These talks were arranged on two age levels. Children on each age level could come for one, two, or a series of three talks. There were thirty groups, fifty-seven visits with a total attendance of 857.

MUSEUM ACTIVITIES OTHER THAN TEACHING

During the year Miss Gilbert gave a series of eight radio talks and wrote eleven illustrated articles for the Press on Christian Art and Architecture. Mrs. Wicks has been writing articles for the Children's Page of the Press, occasional articles for a children's magazine, and now has a book for little children in galley form which is to be published by Longman's, Green and Company.

STAFF

During the absence of Mrs. Dunn in California and of Dr. Munro in Florida last spring, Mrs. Wicks was more or less responsible for the running of the Department. As a result she did rather less teaching than during the fall semester and what teaching was done was largely in the building and, consequently, with elementary classes. As Mrs. Wike wished to be relieved of the responsibility, this fall Mrs. Wicks was made Supervisor of the

Saturday Morning Visual Arts Classes.

Mrs. Stitt left the Museum in the fall to assist Miss Ely in the Art Department of Shaker Heights High School and to be responsible for the school's contact with the Museum; she is at the Museum one day a week. Her loss as a staff member was very great; she, more than any one person built up the work with secondary schools and her teaching is distinctly of the creative as opposed to the routine type. Already a most interesting group is working in the Museum under her direction. Five young people, three boys and two girls, asked for the privilege of spending three periods a week in the Museum galleries and Library, working freely but under Mrs. Stitt's direction. This was granted them and they draw and study with the utmost enthusiasm and seriousness.

Mrs. Greenwood, a former member of the Department, has given part time to teaching and has done very competent and valuable work. Mr. Segner, a graduate of the Teacher Training Course at the Art School and a student at the School of Architecture is now giving us two half days a week. Next semester he will put in five half days, while still continuing his architectural course. He has spent most of his time observing the Museum teaching in and out of the building, in conference, and studying Museum material. But the few classes which he has taken during the last week or so have gone well and he seems vitally interested.

Respectfully submitted,

Katharine Gibson Wicks

Inclosures: Statistical Sheet; Scheduling Forms.

December, 1938.

To: The Curator of Education.

From: Ann V. Horton

Subject: Annual Report for 1938.

January to June, 1938.

- Elementary
1. Limited, but continued schedule of classes visiting the Museum. These mostly self-conducted as the service of a Museum teacher is reserved for schools carrying on the most vital units of work and for schools whose teachers are invited to confer with Museum teachers. Such conferences have brought about:
 - a. willingness on the part of classroom teachers to use the galleries self-conducted.
 - b. increased use of Museum material, slides, photographs and lending collections, by teachers of various subjects.
 2. While the above named primary function of Museum teaching has necessarily been diminished, active and concentrated attention was given to building up an interest in art appreciation in the newly chosen elementary art curriculum center. Such services extended over a period of twelve weeks and may be summarized as follows:
 - a. Series of weekly, noon-day talks, whereby material for enrichment program was presented to teachers and followed immediately by demonstrations with classes to show that such material had been chosen on the basis of being workable, interesting to children, and adaptability to various age-levels.
 - b. An additional half-day each week was given to the selection and preparation of material to be left with Louis Agassiz teachers for the week following.

3. The most important part of the term's work was the preparation of elementary radio lessons for the first semester of 1938-39. This service included conferences as to choice of material, writing the script, try-outs of script with classes, re-writing and aid in preparation of accompanying teachers' manual. This work was mainly completed in August but revisions carried over into the second semester.

Junior High A steady program of enrichment lessons was presented in twenty-nine schools by a Museum teacher. The outstanding feature of this service appears in the close correlation of Museum teaching with the Junior High curriculum, including art, mathematics, social studies, home economics. This service required hours of selecting material because of the highly diversified nature of classroom teachers' requests. The Museum's junior high teacher had in charge the work with sixteen regular junior high schools, eleven junior high divisions in elementary schools, two special schools making a total of twenty-nine buildings.

Senior High A continued program of lessons presented in high schools by a Museum teacher. Subjects chiefly art, history and home economics. As in the junior division, hours are required for selecting material. The senior teacher has in charge work with thirteen high schools and five junior schools located in high school organizations thus serving eighteen buildings.

An increasing demand for service in social studies and home economics classes has resulted in the Museum teacher presenting one lesson in a department, then turning his selected material over to the classroom teacher for repeated lessons in the department.

A weekly series of lessons, termed "experimental" were presented at East High School to study types of "appreciation" talks most acceptable to tenth grade students.

September through December - 1938.

Elementary Museum visits scheduled as previously stated. Emphasis placed on service to schools and teachers where the most active units of work are initiated. Radio lessons were broadcast each week by a Museum teacher and definite follow-up material selected for five schools. Attention is being given to the use of radio for helping teachers to use the Museum galleries in self-conducted lessons. A "teachers' meeting" broadcast for all 4B teachers of "Old World Backgrounds" is now in preparation.
Continued service to the art curriculum center has resulted in the five half days spent in the school, material selected for various lessons each week.

Junior High The Museum's junior high teacher has been on leave of absence during this semester and his place taken by Miss Jeanne Cash, a junior high teacher from Benjamin Franklin. Miss Cash's services have been well received by all junior schools. She has planned a definite schedule similar to that of Mr. Chamberlin and had organized her material excellently for the needs of junior schools.

Senior High The teacher of this division has maintained the usual high standard of service and carried on the series of appreciation lessons initiated by Mr. Howell and the Principal of East High School, to determine what type of material might be incorporated in a general art appreciation course for high schools.

General Conclusion There is an increasing demand on Museum teachers' time for consultation with teachers and help in advising material. There is a definite gain in numbers of high school students visiting the Museum. This is due partly to a steadily built up program initiated in the retail selling department of John Hay High School and the flexibly organized art department of East Technical High School. Large auditorium schedules are planned on the occasions of a very interesting exhibit. Special "drives" such as these programs helped to make secondary schools more Museum conscious.

December, 1938.

To: The Curator of Education.

From: Ruth F. Ruggles.

Subject: Annual Report for 1938.

The Extension Division has felt the benefit this year of the new material acquired during 1937, in making easier the setting up of exhibits, meeting teaching needs and school requests and in giving a stimulus to the whole work of the division.

New examples of metal and woodwork, pottery and textiles, were much appreciated by the secondary schools and by our staff of teachers who work with them; the simpler woodwork, such as toys, pottery animals and American Indian material helped greatly with the lower schools and their craft rooms.

Exhibits have been placed in cases in schools, libraries and settlement houses in Greater Cleveland, as usual. Among the institutions served for the first time are Case School, Sisters' College, Ursuline Academy, and St. Ann's School in all of which exhibits are placed regularly. Several elementary schools have acquired exhibit cases and of course expect to have them filled. We take on new borrowers somewhat at the expense of earlier ones, since it is apt to mean that exhibits must be left a longer time in each place. One person delivering and setting up exhibits can do only so much.

Since it has become more and more necessary for some one to be on duty in the Lending Office to meet staff and other calls, and so many inside activities have developed to require my attention in addition to planning and preparing exhibits, Joseph Alvarez has done practically all of the outside work of delivering and installing exhibits. His absolute dependability, tact and discretion, as well as skill of hand and knowledge of crafts, form an invaluable combination for his work. He also does a great deal of the actual work of installing exhibits in

the Children's Museum. (So often it happens that the Superintendent's men are all busy changing exhibits at the time the Children's Museum is to be done.)

The extension service could be much more highly developed and far reaching if there were more time for visiting schools to plan use of exhibit material and if, at the installation of an exhibit or later, there could be some one from the museum to interpret or discuss it with the particular class or group of students most interested. Such a contact person, as well as more help to distribute material, should be the next step in the development of this service.

Among the inside activities referred to above was the special exhibition of the Amelia Elizabeth White Collection in Gallery VI in February. I assisted in the arrangement of this and was drawn into other activities connected with it. Moving all of the material out of the Educational store room in the basement to make way for the new galleries took a few days and trying to find things stored on the basement floor ever since has added to the day's confusion.

Installation of the new American Indian Gallery was an extra-curricular activity which was a great pleasure and satisfaction but took at least two weeks away from regular work.

Later in this report are listed exhibits in Children's Room and Ground Floor Corridors which have come under my supervision. In spare time, I have been working on cataloging of the four hundred Calfee Dolls, the objects purchased last summer and the Amelia Elizabeth White Collection of Indian Handicraft.

We have been badly in need of room, especially since the basement store room was demolished. However, we are soon to have a room adjoining the present office which will be in the nature of a stack room with two hundred feet of shelf space and a small working space. There will still be need for storage space in the basement for large objects belonging to the Educational Collection which are not used for circulation.

Staff Use of Lending Collection

Staff members are using the collection increasingly with week-day, Saturday and evening classes, to illustrate Sunday stories and to take out to schools to amplify talks. They either reserve material ahead or come to the Lending Office to select it, are given help, if needed, in finding what they want; and objects to be taken out of the museum are wrapped for them.

Unfortunately for them, the best material is cut in exhibits most of the time.

Records show that some four thousand objects from the Lending Collection were used by the staff this year. See

Several special exhibits have been set up for classes in the various studies. Continuing the plan adopted last year, Mrs. Wicks and Mrs. Van Loosen have taken small groups of objects to Cleveland Heights elementary schools each week, to be transferred to a second building and returned at the end of the second week by a Heights teacher.

Work with Secondary Schools

Nearly all of the newer high school buildings have exhibition cases somewhere in corridors or halls. These are in great demand by the various departments for the display of student work or special exhibits relating to departmental work. It is the general feeling in these schools that exhibits should be changed each week.

At the request of a teacher of English at West High School, as an experiment, we placed exhibits each week for two six-week periods in a hall exhibit case, to correlate with and stimulate interest in, a 12B reading course: "Roads to Travel." The subjects were the ones on which the museum had material, selected from a much longer list: Mexico, Holland, Switzerland, France, Yugoslavia, China, Japan, Ancient Egypt, American Indian. In each exhibit, examples of handicraft, reproductions of painting and sculpture and costume plates were used. The first

series, last Spring, was so successful we were asked to repeat it this Fall and have just finished the second series. To do this on a large scale would be impossible with our present set-up.

At Kirk Junior High School, East Cleveland, we have changed exhibits regularly every two weeks, which seems to meet their requirements. Here the exhibits, at the request of the librarian, followed the courses in the Social Studies.

The Art Department at East Technical High School prefers to keep material, such as examples of wood work, metal, or pottery, much longer but this is in cases within their own department.

Collinwood High School has a broad corridor adjoining the Art Department where we frequently place exhibits in three cases and on walls. They seem satisfied to keep the same exhibit a month.

A collection of modern Austrian and German textiles acquired last summer, framed and hung as an exhibition in the Educational Corridor, was afterward sent to Collinwood High, James Ford Rhodes High, and West Technical High. Art teachers were most enthusiastic about them. Most high school buildings have a good, well lighted wall space where framed material can be placed to advantage. Frames are needed in order to prepare more of this type of exhibit.

National Youth Administration

Two National Youth Administration students from the Cleveland School of Art have been assigned to this department throughout the school year, for thirty-seven hours a month, each. In general they put in one hour after school each week day and four hours on Saturday. During the spring semester we had two seniors who were especially well trained and competent; during the autumn two younger men who are developing well.

This service is of very great help to us. The students have mounted posters, mounted and matted prints, lettered labels and signs and assisted in many other ways. It would be difficult now to do without them or an equivalent amount of help.

Paintings and Prints

Paintings from the Mary A. Warner Collection and the Educational Lending Collection (both by contemporary Cleveland artists) and framed prints (etchings, lithographs, wood and linoleum cuts) singly and in groups were lent to libraries, schools and other agencies. Single pictures remain in certain branch libraries where they are especially well placed, for long periods. Most paintings and prints are moved at least twice a year.

There is a very great demand for pictures in color. Places which had the brown pictures of a generation ago are anxious to discard them but have no money to buy new ones. We can never fully meet this situation, nor would we be justified in doing so.

Twelve more prints from posters were framed during the summer, making available forty-one of these colored pictures which are liked very much in settlements and similar agencies.

Groups of five to fifteen paintings were on exhibition throughout the school year at:

Adelbert College
Flora Stone Mather College
Penn College
Central Y.M.C.A.
Alta House
East End Neighborhood House
The Faculty Club
University Branch of the Y.M.C.A.

One or more paintings throughout the year at:

4 branch libraries
7 settlement houses
2 college dormitories
The School of Nursing, Western Reserve University
The Nurses Home, Lakeside Hospital

An exhibit of twenty modern prints at Adelbert during first semester, eleven Van Gogh reproductions during second semester.

Frames are urgently needed to make available for loan, our large collection of prints. We have been drawing upon those belonging to the Print Department but since that department has acquired more exhibition space, there are fewer available, and outside use is hard on them.

New Accessions - Purchases

There have been comparatively few purchases this year since our funds were pretty well exhausted by those of last year, and the new material filled the greatest needs.

We acquired, by purchase in 1938, a few pieces of modern handicraft in wood, pottery and metal, especially from the Southern Highlands; two early music manuscripts especially for the Department of Music; some modern American Indian pottery and jewelry. Complete list of purchases will be compiled by the Recorder.

There is left only thirteen dollars and forty-four cents (\$13.44) in the Educational Purchase Fund.

New Accessions - Gifts

There were a number of gifts, principally of textiles and prints. The most important was that of fifty prints by The American Artists' Group, from Mr. George Sanford. These are unsigned prints by contemporary artiste, in various mediums and a wide range of subjects.

Complete list of gifts will be compiled by the Recorder.

Gifts - Posters

Miss Sykora has given one hundred ninety-four additional posters and one hundred fifteen pieces of miscellaneous advertising matter. Many of the posters are very good. N.Y.A. assistants have mounted more of the best posters and we now have three hundred thirty mounted on stiff boards for circulation. These are used widely and are a great help both as examples of poster art and as decoration for schools and institutions which cannot be supplied with paintings or prints. Among the places

where these have been used are: Andrews School for Girls, Willoughby; Federal Music Center; Kent State Teachers' College; (both in the summer and regular school) St. Clair Social Center; University School and many city and suburban schools.

There are now several hundred unmounted posters for which we have no adequate storage space. They are merely rolled and quite inaccessible. Probably the best solution would be a cabinet with shallow drawers where the best of the collection would be available for study.

Loans

We are receiving from the Federal Art Project as much as we care for of the ceramic sculpture which they are producing. As many of these figures and groups illustrate well known books and stories, they are especially useful for exhibits in libraries, though many are rather weak as sculpture.

Thirty-nine pieces were received this year, making a total of eighty-three.

Respectfully submitted,

Ruth F. Ruggles,
Supervisor of Lending Collection.

RFR:RM

Exhibits in the Children's Museum

- January - Dolls from The Betsy Calfee Collection
Feb. 14th.
- Feb. 14th - Musical Instruments from The Charles G. King Collection and Medieval Music Manuscripts, lent by Otto F. Ege.
April 10th.
(Repeated at request of Department of Music)
- April 12th - Craft and Graphic Processes.
June 30th.
Process sets from the Lending Collection illustrating mosaic, stained glass, pottery making, several textile decorative processes, and several graphic processes.
- July 5th - Early American crafts, dolls, and prints.
Sept. 30th.
To supplement exhibition of Early American Portraits and Silver, in connection with celebration of Northwest Territory Anniversary.
- October Foreign Dolls from The Betsy Calfee Collection and the Lending Collection.
- November Chinese and Javanese Shadow Figures
- December Toys from Many Lands; Greek, Christmas tree and Polish and Viennese Prints of Children and Toys.

Exhibits on Ground Floor Installed or Supervised by this Division

- January Creative Art, by pupils of Henry Shafer Simmern (Educational Corridor, Foyer and Superintendent's Corridor.)
- Feb. 21st - Commercial posters from the Lending Collection (Educational Corridor)
March 3rd
- February Reproductions of Drawings by Renoir, lent by Frank H. Gian. Framed by N.Y.A. students. (Superintendent's Corridor)
- October Spanish Children's Drawings (Educational Corridor, Foyer and Superintendent's Corridor)

Exhibits Placed in High Schools

Cleveland

	<u>cases</u>	<u>paintings</u>	<u>textiles</u>	<u>prints</u>
Collinwood	12	12	25	
East Technical	4			12
James Ford Rhodes	2		12	
John Hay	2			
Lincoln	7			
South	4			
West High	15			
West Tech	27		25	
	<u>75</u>	<u>12</u>	<u>62</u>	<u>12</u>

Suburbs

Shaw - East Cleveland	10
Euclid Central	6
Euclid Shore	6
Lakewood	11
Parma	2
Rocky River	6
Shaker	6
Lyndhurst	1
	<u>48</u>

Exhibits Placed in Junior High Schools

Cleveland

Audubon	8
Kennard	4
Moses Cleveland	7
Thomas Jefferson	5
Wilbur Wright	1
	<u>25</u>

Suburbs

Cleveland Heights	5
East Cleveland	14
Lakewood	16
Shaker Heights	4
	<u>39</u>

Exhibits Placed in Private Schools

Hawken	5
Laurel	10
Park	3
Hathaway Brown	6
	<u>24</u>

Enclosure 5

December, 1938

To: Curator of Education

From: Marguerite M. Smith

Subject: Annual Report for 1938, on work with clubs and other
adult groups

REPORT FOR 1958 (through Dec. 15, 1958)

Marguerite M. Smith

		Groups	Total	Attendance	Total	Average
JANUARY						
General Tours		1	12	12	12	12
Course		5	151	151	26	26
Other talks (one paid: 5.00)		<u>3</u>	<u>509</u>	<u>509</u>	<u>36</u>	<u>31</u>
	(Last year: 8)	14			452 (227)	(28)
Conferences	1					
FEBRUARY						
General Tours		1	22	22	22	22
Special Exhibitions:						
New Horizons in Amer. Art		1	45	45	45	45
Course		6	64	64	11	11
Other talks (two paid: 15.00)		<u>6</u>	<u>283</u>	<u>283</u>	<u>47</u>	<u>47</u>
	(Last year: 10)	14			414 (504)	(50)
Conferences	1					
MARCH						
General Tours		1	7	7	7	7
Special Exhibitions:						
New Horizons		1	15	15	15	15
Mod. Archit. in Eng.		1	19	19	19	19
Course		4	36	36	9	9
Other talks		<u>6</u>	<u>122</u>	<u>122</u>	<u>20</u>	<u>20</u>
	(Last year: 8)	15			199 (269)	(31)
Conferences	2					
APRIL						
General Tours		5	129	129	26	26
Course		5	25	25	5	5
Other talks		<u>4</u>	<u>106</u>	<u>106</u>	<u>27</u>	<u>27</u>
	(Last year: 6)	14			258 (160)	(26)
Conferences	2					
GOT OUT 1000 CIRCULARS, "ILLUSTRATED TALKS FOR CLUBS & OTHER ADULT GROUPS"; 750 OF THESE WERE MAILED OUT, THE OTHER 250 USED FOR OFFICE DISTRIBUTION. MANY CLUBS SCHEDULING LATER, MENTIONED HAVING RECEIVED THESE FOLDERS.						
SOCIAL EVENTS: SPANISH AMBASSADOR TO THE U.S. WAS HERE FOR GENERAL TOUR.						

	Groups	Total	Attendance	Total	Average
GENERAL TOURS					
General Tours	8	564	75		
Special Exhibitions	12	395	55		
Course	5	15	5		
Other talks	<u>1</u>	<u>15</u>	<u>15</u>		
JUNE					
General Tours	24	1007	42		
Special Exhibitions	(25)	(952)	(41)		
May Show	7	184	26		
Everett & Rockefeller Gifts	1	15	15		
Other Talks	1	7	7		
	<u>2</u>	<u>39</u>	<u>20</u>		
JULY					
Conferences	1	11	245		
General Tours	(last year: 6)	(128)	(128)		
Conferences	5	7	55		
Moved into new office	(last year: 9)	250	250		
AUGUST (vacation: Aug. 21 - Sept. 5)	5	28	33		
General Tours	(last year: 6)	(128)	(128)		
SEPTEMBER					
Conferences	6	26	9		
General Tours	(result of new office?)	(82)	(14)		
Other talks	<u>1</u>	<u>120</u>	<u>120</u>		
OCTOBER					
General Tours	<u>6</u>	<u>46</u>	<u>8</u>		
Course	<u>7</u>	<u>166</u>	<u>24</u>		
Other Talks	<u>4</u>	<u>(554)</u>	<u>(54)</u>		
	<u>177</u>	<u>457</u>	<u>25</u>		
Conferences	(last year: 12)	(554)	(15)		
	1				

NOVEMBER

Page 3, 1958 Report, by M. M. Smith

Groups Total Attendance Total Average

General Tours	5	86	17
Special Exhibitions:			
Mod. Glass & Textiles	5	90	18
Matisse	1	25	25
Course	5	57	11
Other Talks	4	158	35
100 letters on Glass Exh.			
Conferences	20	396	20
DECEMBER (thru Dec. 15)		(396)	(26)
General Tours	1	31	31
Special Exhibitions:			
Mod. Glass & Textiles	5	55	12
Course	4	25	6
Other Talks	1	15	15
Conferences	1	9	12
(last year, thru Dec. 31: 17)		(541)	(21)

SUMMARY:

Total attendance by months:

Jan.	14 groups	<u>1953</u>	<u>1957</u>
Feb.	14	452	227
Mar.	15	414	304
Apr.	14	199	269
May	24	258	160
June	11	1007	952
July	7	245	107
Aug. (vacat.)	5	250	128
Sept.	7	22	82
Oct.	20	166	354
Nov.	20	457	435
Dec. thru <u>15</u>	9	396	396
156 groups		<u>104</u> (2 weeks only)	<u>341</u> (whole month)
Months in order of attendance:		3956 av. 25	5735 av. 25
May	1007	June	245
Oct.	457	July	250
Jan.	452	Mar.	199
Feb.	414	Sept.	156
Nov.	396	Dec.	104
Apr.	258	Aug.	28

7 months show increase over 1957
 1 month is the same
 4 months show decrease, but one
 of these was Dec. with only
 2 weeks included in figures
 for 1958.
Net result is increase.

Miscellaneous comments:

Obviously the May Show is the biggest attraction. Since the other summer months are quiet, it takes an outstanding event (like the May Show) to bring them in when the weather is pleasant outside. General Tours pull better than anything else in summer. Fall business really starts in October, not in September as one might think. A good exhibition in the fall pulls until outside Christmas activities interfere.

Subjects most frequently requested are:

General Tour

Appreciation of Pictures

Italian Painting

Modern Art

The Home, Its Architecture and Furnishings (historical survey or American only)

The figures show that most women's clubs are more interested in single talks or short series than in a course lasting through a semester or longer. The Ophello Club was the only organization signing up for a year's course; a business girls' club is having a series of 6 talks, and a church group a series of three, while another church organization has had one talk and has tentatively arranged for a second in the spring. Although a number of other clubs have come back for return engagements, they have not been in the nature of a series.

Fees received:

1 gift from Ophello Club	\$10.00
4 paid talks: total	<u>50.00</u>
Gates Mills	
College Club	
E. Cleve. Woman's Club	
Elyria YWCA	

These sums were turned over to the Dept. of Education

Our work in program planning has not been very extensive, but it does provide some contacts which may eventually bring groups to the Museum.

My work for the Director probably should not be included in this departmental report, however, to date the one-sixth of my time allotted to administration has not been quite filled, but I hope to make it up during the last two weeks of December, when the club work is lighter. The Director has been very considerate in making this arrangement very flexible, so that the club work should not suffer.

I believe heartily in this branch of our educational work. Education seems to be the only hope of a democratic form of government, and although there may not be a direct connection between art talks and intelligent exercise of the franchise, perhaps interests beyond their immediate economic needs will make people less subject to emotional and irrational acts.

Respectfully submitted,

THE CLEVELAND MUSEUM OF ART

Department of Education

Talks by the Staff Outside the Museum

In Cleveland and Vicinity

1958

Miss Cash

September-December. 227 Talks to Public Schools.

Mr. Chamberlin

January-June. 346 Talks to Public Schools.

Miss Everdæm

January-December. 155 Talks at Garfield Heights Schools.

Mrs. Fairbanks

February 14. Prehistoric Rock Pictures. Radio Talk, WTAM.

March 10. Flower Arrangement. At Church Group.

March 23. Chinese Art. At Women's Civic Club.

June 24. The Rockefeller Gift. Radio Talk, WTAM.

August 19. Medieval Wooden Sculpture. Radio Talk, WTAM, 4:15 p.m.

November 7. Fruit Bowl and Vegetable Arrangement. At Flower Pot Garden Club.

January-December. 130 Talks at Flora Stone Mather College.

Mr. Fox

February 27. Art and Fascism. At Western Reserve University.

March 5. Abstraction in Painting. At Shaker.

April 12. At East Cleveland Photographic.

April 19. Abstract Sculpture. At Shaker High.

April 26. Function of Artist in Society Today. At Mr. Fox's home, Art School Group.

June 9. Art and Dictatorship. At I. W. C. A.

October 3. Art and Dictatorship. At Allerton Hotel - American League for Peace and Democracy.

October 26. Modern Art. At Laurel.

November 2. Modern Painting. At Laurel.

November 11. Pre-War Modern Painting. At Cleveland Institute of Music.

January-December. 90 Talks at The Cleveland School of Art.

Miss Gilbert

May 2. Art and Creative Teaching in Church Schools. At Fairmount Church.

July 6. When Knights were Bold. Radio Talk, WTAM, 4:15 p.m.

September 29. How the Cleveland Museum of Art can cooperate with the Churches of Cleveland. Radio Talk, WTAM, 4:50 p.m.

November 1. Art and Creative Teaching Church Schools. At Windermere Presby Educational Council.

December 18. Baboushka. Radio Talk, WHK, 6:15 p.m.

January-December. 122 Talks at Public and Private Schools.

Mrs. Greenwood

September-December. 26 Talks to Public and Private Schools.

Miss Norton

October 5. Pictures of Horses. Radio Talk, WBOE, 11:00 a.m.
October 10. How a Boy Became an Artist. Radio Talk, WBOE, 11:00 a.m.
October 17. Children in Art. Radio Talk, WBOE, 11:00 a.m.
October 24. How an Artist Begins. Radio Talk, WBOE, 11:00 a.m.
October 31. Portraits. Radio Talk, WBOE, 11:00 a.m.
November 7. Landscape. Radio Talk, WBOE, 11:00 a.m.
November 14. A Painter of Everyday Life. Radio Talk, WBOE, 11:00 a.m.
November 20. The Magic Process of Glass Making. Radio Talk, WTAM, 3:15 p.m.
November 21. Oriental Painting. Radio Talk, WBOE, 11:00 a.m.
November 28. Book Illustrations. Radio Talk, WBOE, 11:00 a.m.
December 5. Japanese Prints. Radio Talk, WBOE, 11:00 a.m.
December 12. Sculpture. Radio Talks, WBOE, 11:00 a.m.
December 19. Christmas Pictures. Radio Talk, WBOE, 11:00 a.m.
January-December. 251 Talks at Public Schools.

Mr. Jeffery

January-December. 506 Talks at Public Schools.

Mr. Munro

May 26. Training the Eyes Through Art. At Society for the Hard of Hearing.
August 26. Children's Classes at the Art Museum. Radio Talk, WTAM, 4:15 p.m.
October 2. Art and World Citizenship. Radio Talk, WTAM, 11:30 p.m.
October 21. Art and World Citizenship. At Women's City Club of Cleveland.

Mrs. Seaver

February 3. Sculpture. At Laurel School.
April 6. Sculpture Demonstration. At Shaker High.

Mrs. Smith

January 6. Homes and Houses. At Gates Mills Club.
January 12. Famous Italian Paintings. At Hiram House, Italian Mothers' Club.
January 19. Famous Italian Paintings. At Hiram House, Italian Mothers' Club.
February 10. Appreciation of Pictures. At East Cleveland Women's Club.
October 28. Art Appreciation. At Phyllis Wheatley.
November 6. Modern Art. At M. E. Church of the Savior.

Mrs. Van Loosen

January 7. Early American. At Higbee Co., Interior Decoration and Textiles.
January 28. Color. At Higbee Co., Interior Decoration and Textiles.
March 2. Textiles. At Higbee Co., Interior Decoration and Textiles.
January-December. 395 Talks at Public and Private Schools.

Mrs. Wicks

January 3. Museum's Use of the Motion Picture. At Board of Education
January 26. At Y.W.C.A., Church Federation.
January-December. 298 Talks at Public and Private Schools.

Mrs. Wike

January-December. 852 Talks at Shaker Heights Schools.

Mr. Bates

January-December. 1 Talk to Public Schools.

Miss Poote

March 5. At Ohio Founders' and Patriot Society.

Mrs. Mary Carter Jones.

- October 4. Spanish Exhibition. At Women's City Club.
- October 5. Spanish Exhibition. At Shaker Heights High School.
- October 5. Spanish Exhibition. At Laurel School.
- October 5. Spanish Exhibition. At Superior School, East Cleveland.
- October 6. Spanish Exhibition. At Park School.
- October 7. Spanish Exhibition. At Chapel at Mather College.
- October 7. Spanish Exhibition. At I. W. C. A. Staff Luncheon.
- October 10. Spanish Exhibition. At Goodrich Settlement House
- October 13. Spanish Exhibition. At Hathaway Brown School.
- October 13. Spanish Exhibition. At Shaker Heights.
- October 13. Spanish Exhibition. At Public Affairs Council, I.W.C.A.
- October 14. Spanish Exhibition. At Cleveland Heights High School.

Mr. Milliken

- January 5. Art in the Service of the Church. At Emmanuel Church - meeting of Episcopal Clergymen.
- February 7. Maintaining Cleveland's Heritage of Beauty. Radio Talk, WTAM.
- April 4. Maintaining Cleveland's Heritage of Beauty. Radio Talk, WTAM.
- June 30. Tintoretto. At La Casa Italiana, W.S.U.
- October 30. City & Highway Improvement. Radio Talk, WTAM, 3:15 p.m.
- November 27. Tintoretto. At Dante Alighieri Society, Hotel Statler.

Mrs. Stitt

- January 11. Egyptian Art. At Notre Dame College.
- May 12. Cleveland Artists in the May Show. At Garfield House.
- January-June. 145 Talks at Public and Private Schools.
- September-December. 95 Talks at Shaker Heights High Schools.

Mrs. Farmer

- January 27. John Trumbull, Artistic Recorder of the Revolution. Radio Talk, WTAM.
- October 21. Early English Portraiture. At Cleveland Federation of Women's Clubs, Hotel Statler.
- December 2. Publicizing the Art Museum. At Cleveland Writers' Club.
- December 15. Christmas with the Old Masters. At Zotic Club.
- December 16. Colonial Silver. At Cleveland Colony of the National Society of New England Women, Hotel Cleveland.
- December 20. Colonial Painting and Silver. At District # 4, Ohio State Nurses' Association.

THE CLEVELAND MUSEUM OF ART

Department of Education

Talks by the Staff Outside the Museum

Outside the Vicinity of Cleveland

1938

Mr. Fox

- January 15. Enjoyment of Painting and Sculpture. At Akron College Club.
November 29. How is Modern Art the Expression of Contemporary Society.
At Baldwin Wallace College.

Mr. Munro

- January 12. Modern Art and the Old Masters. At Kenyon College.
June 28. World Citizenship. At N.E.A. Convention, New York.
December 17. The Art Museum and Secondary Schools. At Yale Club, New York.

Mrs. Smith

- October 18. Modern Art. At Elyria Y.W. C. A.

Mrs. Mary Carter Jones

- October 11. Spanish Exhibition. At Akron Women's City Club.
October 12. Spanish Exhibition. At Akron College Club.

Mr. Williken

- April 2. Austrian Baroque. At Oberlin College.
June 16. Tolerance in the Fine Arts. At Yale University, School of Fine Arts.
November 8. A Challenge to Tolerance. At Carnegie Institute, Department of
Fine Arts, on the international exhibition.

Mrs. Warner

- January 16. Historic Paintings and Personages of Colonial Days. At Junior
Tuesday Club, Ravenna, Ohio.
August. At Blue Ridge College Co-operative Art Conference, Blue Ridge, N.C.
Historic Paintings and Personages of Colonial Days.
Adult Club Program Building.
Publicizing Art.
Styles and Fashions in Colonial Silver.
August. Historic Paintings and Personages of Colonial Days. At Western N. C.
State Teachers' College, Cullowee, N.C.

December 31, 1938

To: The Director
From: Thomas Munro, Curator of Education
Subject: Annual Report for 1938

As in previous years, details of the report are given in several supplementary enclosures, covering various branches of the Department of Education. These are as follows:

Enclosure 1: Report of Katharine G. Wicks on the Division of Suburban and Private Schools.

Enclosure 2: Report of Katharine G. Wicks on the Division of Saturday Morning Visual Arts Classes.

Enclosure 3: Report of Ann V. Horton on Cleveland Public Schools.

Enclosure 4: Report of Ruth F. Ruggles on the Extension Division.

Enclosure 5: Report of Marguerite M. Smith on work with Clubs and other Adult Groups.

Enclosure 6: Statistical reports, including lists of publications and outside talks.

The customary report by Mrs. Dunn is missing this year because of her illness. If her health permits, as we all hope, she will no doubt send you one before long.

To facilitate reading of these enclosures, I have underlined what seem to be the high spots in each.

* * * * *

My own report will be a brief and informal retrospect, to emphasize a few points which seem outstanding as the year draws to a close.

1. Summer work. For some years past, our summer program has been growing in size and scope. This has been partly due to the special summer exhibitions recently held in the Museum; partly to the success of the children's summer

drawing classes and the decision to use some of the Holden income for them; partly to experimental teaching in these classes under the psychological research project; partly to the fact that Mrs. Dunn and I have both been here in recent summers, taking our leave of absence in the late winter instead. This year, as a result, the Museum's educational work has for the first time been on a twelve month schedule. The motion picture series in the auditorium extended into June and began again in September. During June, August and early September, courses for adult members were given by Mr. Fox and Mrs. Fairbanks, on seasonable topics such as art and nature, garden art, and flower arrangement. From late June through July, Miss Horton and I gave courses in the Museum for credit in the University summer session, which were open to Museum members as auditors. The children's drawing classes, meeting mostly outdoors, were improved in quality through conference and planning.

2. Adult work. Public lectures have been, as a rule, well attended in spite of the growing number of conflicting events on our Friday nights. The second and third motion picture series, from the Museum of Modern Art, drew full or almost full houses for ten evenings. Mr. Fox has been appointed Supervisor of Motion Picture Activities, and, as a part of this work, has given a course on the Modern Art of Motion Pictures, illustrated with films. He also keeps in touch with films available for rental, and arranges occasional short programs.

We have tried, and I think successfully, to keep up a high standard of quality in our courses for adult members. This has been possible because of the growing experience and continued study of the staff. None of them is content to stand still or to fall into a routine; and they cover a wide range of topics without becoming superficial or careless. The staff is now working together better than ever before, each having found a congenial line of development and adjusted his relations to the whole program.

3. Financial arrangements. A step ahead was taken last winter, in changing the status of several members of the staff from a part-time, piece-work basis to one of regular salary. (Mrs. Van Loozen, Mrs. Stitt, Miss Gilbert, Mr. Fox). This

has saved a great deal of calculation, has given the teachers concerned more sense of security and of being integral parts of the staff, and it has enabled us to use experienced, regular teachers at more different points of the year's program.

4. University. Our relation with Western Reserve has been continued and diversified. Courses have been given by members of the Museum staff in the Graduate School, Summer Session, School of Education, and Mather College. Mr. Chamberlin has been substituting at the School of Education during the fall term, on account of Miss Saastamoinen's illness. Several courses paid for by the University (including those given by Mr. Keller, Mr. Clark, Miss Horton, and Mrs. Van Loosen) have been open to Museum members as auditors, thus augmenting our program for members without adding to our teaching budget.

By action of the University Trustees, my title was changed from "Professor of Aesthetics" to "Professor of Art." This step, which was done with my approval, but on the University's initiative, reinforces my work as Chairman of the Division of Art. It would have been taken when I was first appointed, had there not been a slight fear of friction with older members of the art department. I am glad that the University now feels this danger is averted.

5. Schools. We have been gratified to see steady progress in dealing with our hardest school problem, the high school. Miss Horton, Mr. Jeffery, and Mr. Chamberlin have gained the confidence of high school authorities as never before. As a result, visits of high school classes to the Museum are increasing, and loan exhibits, slides and talks by Museum instructors are in growing demand. In several suburbs, members of our staff have been appointed as regular teachers, thus constituting links between the suburban schools and the Museum. Miss Eyerdam is teaching in Garfield Heights, and Mr. Vollman in Euclid.

It was an important step ahead to have Mrs. Stitt appointed by the Shaker Heights Board of Education, in the art department of the High School. Though given an assured financial status at no cost to the Museum, she remains as a member of our staff, not only in spirit but as officially responsible for relations between the High School and the Museum. Under her charge, an interesting experiment

has been tried this fall, in that a group of high school students works informally at the Museum one day a week, under her supervision. She also receives classes here and takes out materials for talks as usual. This develops the tie with Shaker Heights which was previously made by Mrs. Wike's appointment for work with younger children. (Incidentally, both teachers remain on our staff for special teaching: Mrs. Wike Saturday mornings and Mrs. Stitt for the crafts course Wednesday evenings). Thus our relation with Shaker Heights, which was in a state of suspended animation until Mr. Loomis came there, is among our most active. It has attracted the interested attention of the General Education Board, which may help us to develop it still further.

The need persists for a fourth instructor from the Cleveland Public Schools. Mr. Jeffery and Mr. Chamberlin are occupied with senior and junior high schools, while Miss Norton, in addition to supervising the whole Cleveland work, has devoted a large part of her time to the new project of radio lessons in art appreciation. She will be relieved from the latter, but still needs an assistant to partly restore the elementary work to something like its former extent. Miss Cash, who has been here during Mr. Chamberlin's leave of absence, would be a very acceptable person if she could be assigned to elementary classes. This problem is mainly up to Mr. Howell and the downtown office.

6. Extension division. The excellent work of Mrs. Ruggles and her assistant has been implemented by recent gifts; but this only adds to the pressure for more space and personnel. Student volunteer assistants help in many ways, but cannot do much in the way of circulating exhibits or conferring with teachers. There are no limits to the potential development of this service if space and funds permitted, and such a development would be actively used. In spite of the respect which is already felt in the Museum for Mrs. Ruggles' work, I think many of the Museum staff, trustees and others might be surprised to find the exalted and unanimous esteem in which it is held by school people and outsiders interested in education. It is even a little startling to find our gallery exhibits and first series accessions, together with the lectures and courses which the educational

department tends to emphasize, so often accepted with mild approval as a matter of course,--while, on the other hand, the loan exhibit service arouses marked enthusiasm. School people hail it as something which can enter pervasively and constantly into the school program, while Museum visits and talks by Museum instructors can never be more than occasional. Leaders and observers of American education see it as a new instrument for vitalizing instruction, with infinite possibilities. It can be much more than a matter of selecting and installing exhibits, if developed along the line of careful integration with the teaching program. At present, Mrs. Ruggles has little time for this. I quite realize the restrictions of funds and space which keep us from expanding this service more at the present time. But I think it could well be given a prominent place in our plans for the future, if and when the means are available.

7. Saturday classes. Simplification is still the watchword here, as we try to resist the temptation to do more interesting things than the teaching time available, the equipment and the teachers' qualifications will permit. Having eliminated theatre arts from the Saturday morning classes for this reason, we still hope to bring it back at some other point in our program: perhaps in a special class devoted to that alone, some time in the future. Mrs. Dunn would like to oversee it, and should be given the opportunity to, whenever her strength will permit. The program in visual arts, Saturday mornings, is emphasizing the "three R's,"--in this case, art appreciation, drawing, and modeling. The psychological tests are not being allowed to interfere unduly. Mrs. Wicks has done a good job of supervising the operation of the visual classes, and Miss Doig of the musical. Progress is being made toward a graded syllabus in both fields, with the hope of getting a basic, correlated program which can be mimeographed for the use of new teachers here, and for those in outside institutions who keep asking us for one. This will be a partial fulfillment of our obligations to the Carnegie Corporation, for its three-year grant in support of our "Graded Program in Comparative Arts." Staff meetings provide stimulating encounters between persons of different training and temperament, each trying to learn the others' points of

view and to contribute something to what they believe is a significant educational experiment.

It is worth remembering that the parents who come on Saturday mornings want classes in music appreciation as well as in visual arts; in other words, they want to keep up with their children, and to understand the program we are offering to their children.

Teachers in the gallery classes, for members' and non-members' children, are making a determined effort this year to avoid stereotyped copying, and help the students to creative use of the Museum collections. Mrs. Sills, of the psychological staff, is making an interesting contribution to this with a carefully planned experimental class in the galleries.

S. Psychological research. Improved teamwork among our psychologists, and between them and the teaching staff, has brought them up to an effective tempo of progress. If necessary, they can bring the several branches of the research to a conclusion in July, but we are hoping for a renewal of the grant. Arrangements have been made to try out the Cleveland Museum tests of drawing ability in a number of schools throughout the country this spring.

Respectfully submitted,

Thomas Munro
Curator of Education

For Bulletin
3/30/29

THE CLEVELAND MUSEUM OF ART
DEPARTMENT OF EDUCATION
Comparative Report of Attendance for the Years 1937 and 1938

1938

CHILDREN	Groups	Attendance
Saturday Morning Classes	904	22846
Classes of School Children.....	921	25671
Entertainments for Children	84	10052
**Groups Outside the Museum	3464	121589
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Total Child Attendance.....	5375	180158
 ADULTS		
Adult Classes, Clubs, Conventions, and Teachers'		
Meetings	1083	26353
*Public Lectures.....	54	17877
**Groups Outside the Museum	278	22060
<hr/>		
Total Adult Attendance	1415	66290
Total Department Attendance	6788	246448

1937

CHILDREN	Groups	Attendance
Saturday Morning Classes	821	23119
Classes of School Children	1009	27094
Entertainments for Children	86	9011
**Groups Outside the Museum	2527	88546
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Total Child Attendance	4243	147770
 ADULTS		
Adult Classes, Clubs, Conventions, and Teachers'		
Meetings	1123	27625
*Public Lectures	47	12501
**Groups Outside the Museum	264	15533
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Total Adult Attendance	1434	55657
Total Department Attendance	5677	203427

*Not including lectures on musical subjects.

**Groups addressed by a Museum staff member or working with Museum material under the direction of a member of the staff.